

YWCA OF THE GREATER TRIANGLE
Job Description

Job Title: Racial Justice Study Circle Coordinator
Function: Responsible for overall planning, & implementation of the study circle program and support services for racial justice projects as designated in the association.

Classifications: _____ Exempt _____ Non-Exempt
 _____ Regular Full-Time _____ Regular Part-Time
 X Temporary

Duties and Responsibilities:

1. Plan, organize, and implement school, faith, and community-based study circles across the Triangle.
2. Recruit, supervise, & train all study circle volunteers and implement volunteer recognition program.
3. Maintain racial justice volunteer files and databases.
4. Maintain & develop linkages with other allied local agencies, community groups, county agencies, and organizations.
5. Maintain accurate program records and prepare written reports & statistics.
6. Represent the Association through presentations to and activities involving community-based organizations.
7. Participate in staff meetings and other appropriate trainings as available and within budgeting limitations.
8. Online outreach updates using social media i.e. Facebook and Twitter.
9. Establish and maintain effective external relations.
10. Other duties as assigned.

Relationships: Directly accountable to and supervised by the Director of Racial Justice Programs.

Qualifications:

Minimum: Bachelor's Degree or equivalent work experience.
Acceptance of and adherence to the Purpose the Mission of the YWCA.
Strong organizational and interpersonal skills.
Skills in community organization, program planning and implementation.
Experience in supervising volunteers.
Ability to work with and relate to diverse groups.
Ability to work independently.
Good administrative skills.
Good verbal and written communications.
Must be flexible regarding work hours, including evenings and weekends.
Sensitive to the needs of diverse populations.

Preferred: Two years experience doing social justice work & in non-profit sector.
Training and facilitation experience. Must have experience & expertise using online social media tools.

The YWCA is a women's membership movement dedicated to the empowerment of women and the elimination of racism.